

Wahpeton City Council
December 5, 2016
5:00 p.m.

Present: Schmidt, Bertsch, Hansey, DeVries, Dale, and Wateland

Absent: Bajumpaa, Lambrecht, and Miller

Also Present: Huwe, Lies, Rogahn, Thorsteinson, Broadland, Priebe, Bakken, Amos, and Cain

Meeting called to order by Mayor Hansey.

PUBLIC HEARINGS/ETC.

Employee Years of Service Awards ó City Employees were recognized for their continuous years of outstanding public service as follows: Michael Smykowski ó 35 years; Timothy Appell ó 20 years; Jerrilyn Cain ó 15 years; Sherri Vettel ó 15 years; Dustin Hill ó 10 years; Kasey Burhans ó 5 years; Brent Finnie ó 5 years; and Lisa Hill ó 5 years. Hansey thanked the employees for their years of dedication to the City of Wahpeton.

Proclamation – Realtor Ring Day for the Salvation Army ó Bertsch read a Proclamation proclaiming December 2, 2016 as “Realtor Ring Day” in the City of Wahpeton and urged all citizens to contribute to the Red Kettle Campaign.

CONSENT AGENDA ITEMS (presented by the Mayor) ó

Approval of minutes of regular meeting held November 21, 2016

Approval of minutes of Committee of Whole meeting held November 29, 2016

Games of Chance Licenses, Site Authorizations & Special Permits:

American Legion Baseball ó Raffle Permit

Presentation/Approval of Reports

Convention & Visitors Bureau Q3 2016 Report

2017 Council Calendar

Correspondence Regarding 16th Ave. Special Assessments

Mayor Hansey asked if there were any items to be removed from the consent agenda and there were none. **Motion by Bertsch, seconded by Schmidt, to approve the Consent Agenda items as presented. Motion carried with all voting ‘aye’.**

REPORTS FROM CITY OFFICERS AND STAFF

FINANCE DIRECTOR

2017 City Licenses ó Huwe said included in the Council agenda information was a listing of each of the 2017 liquor/cabaret licenses, along with licenses for waste removal, tobacco, amusement devices, house movers, waste haulers, 2nd hand goods dealer and taxi cab licenses. Auditor’s Assistant Cain has collected the information for each of the applicants that have been submitted for renewal. After receiving reassurance from Cain that all licensing requirements by all applicants has been satisfied, Huwe requested a motion from the Council approving the 2017 licenses as presented. **Motion by DeVries, seconded by Dale, to approve the 2017 City Licenses as Presented.** Discussion held. **Motion carried with all voting ‘aye’.**

2016 Tax Levy Summary ó Huwe said the Richland County Auditor provides an abstract of all taxes that are levied upon residents in the City of Wahpeton, and typically these numbers are

summarized and presented to the Council at the first meeting in December. In the City of Wahpeton, the property taxing jurisdictions include the State of North Dakota, Richland County, the Wahpeton School District, Wahpeton Park Board and the City of Wahpeton. We also have a Vector Control District that overlays our City boundaries, but they have not levied taxes for several years. The total amount of dollars levied by the State/County, School district, City and Park Board is \$16,333,121. Wahpeton property owners will pay \$6,507,615 or just under 40% of all the taxes levied. The City of Wahpeton levied \$1,798,644 of the \$6,507,615 or 28% of the property taxes billed. The City of Wahpeton's overall tax rate is currently 397.47 mills, and will be going down to 395.31, or 2.16 mills. The City of Wahpeton decreased its total mills levied for City services from 112.19 to 109.26, or 2.93 mills. The percentage allocations for how much each taxing jurisdiction is responsible for on your property tax bill is as follows: 28% is to provide municipal services; 29% is to provide State and County services; 9% provides public recreation/park services; and 34% is funding for public education. The summary includes trends from 2012-2016 reflecting a decrease in mills for City services from 124.14 mills in 2012 to 109.26 in 2016, a decrease of 12%. Richland County decreased mills levied on the City of Wahpeton from 124.50 in 2012 to 113.27 in 2016, a decrease of 11.23 mills or 9%. The School District and Park levies remained relatively unchanged 2012 to 2016. A legislative action may affect overall property tax rates as the State becomes more limited in revenues. Huwe requested a motion to acknowledge receipt of the 2016 Tax Levy Summary. **Motion by Bertsch, seconded by DeVries, to approve acknowledging receipt of the 2016 Tax Levy Summary. Motion carried with all voting 'aye'.**

General Fund Year End Projection ó Huwe said pro forma financial statements projecting General Fund year end revenue and expense appear to be consistent with the budget amendments made last May. We will be vigilant watching expenses in December to maintain an operationally balanced budget.

2017 Legislative Session Planning ó Huwe said the 65th ND Legislative Session begins on Tuesday, January 3rd. The legislators are in Bismarck this week for the biennial organizational session. The NDLC is hosting a legislative workshop on Wednesday, December 7th to visit the House Chambers to listen to the new Governor's Budget Presentation, review the proposed truth in taxation property tax statement, discuss interim bills pertaining to cities, and to strategically plan legislative efforts pertaining to revenue formulas. Huwe said we will monitor legislation and participate in Friday afternoon conference calls, and any Council member that wants additional information can contact her.

ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Report ó A printed Economic Development Department Activity Report was provided.

RLF Loan Inquiry – request referral to Finance Cmt. ó Priebe requested referral to the Finance Committee of a Revolving Loan Fund loan made to acquire 32 acres north of ComDel. This 5-year note expired 9/30/16 and needs to be addressed. Mayor Hansey will refer this item to the Finance, Economic Development & Personnel Committee.

Development Agreement for Old City Hall ó Priebe provided an update, saying the Brew 2, Inc. is currently reviewing all development documents for the Old City Hall location. We are awaiting signatures before the transfer deed is delivered.

Referral from CEO Cmt. ó Priebe reported the CEO Committee met on Thursday, December 1st and the Music on Dakota Avenue Project was discussed. Speakers, mic, and music systems are being installed. To play music over the system, a license needs to be acquired and the one

year ASCAP (American Society of Composers, Authors, and Publishers) agreement needs to be signed by the Mayor. The annual cost for local governments is \$336 and would cover December 15th, 2016 through December 15th, 2017 playing of music. Renewal notice would need to be made 30 days (November 15th) in advance. Priebe said the CEO voted unanimously to recommend the City Council authorize the Mayor to sign the one year ASCAP license agreement and approve the annual expenditure of \$336 as outlined above. **Motion by Schmidt, seconded by Bertsch, to approve authorizing the Mayor to sign the one year ASCAP license agreement and approve the annual expenditure of \$336 as outlined above. Motion carried with a roll call vote of 5-0.**

Priebe said the CEO also approved expending funds for an additional 20'x30' flag to have available if and when the current flag would be damaged or need to come down for long periods of time due to repairs. **Motion by DeVries, seconded by Wateland, to approve purchasing an additional 20'x30' flag to have available and ready (approximate cost of \$1,000). Motion carried with a roll call vote of 5-0.**

Priebe explained the CEO also approved the 2017 Priorities List and combined some carry-over items from 2016. The 2017 Priorities List was reviewed as follows: 1) Mural Kiosk; 2) New Christmas lights/displays/Library lawn/Dakota Avenue light poles; 3) North Side Improvements/Briarwood Tree Project; 4) West End Enhancements; 5) 150th Celebration/history plaques/bronze statue by flag; 6) Downtown electrical panels; 7) Replacement LED lights for volunteer trees; 8) 16th Avenue North Improvements; and 9) Banner Poles near 12th Street or digital sign. Priebe said some of the proposed enhancements have allocations and some will become more detailed in scope at a future date. She noted the group wants to be flexible and open to other opportunities. Information on the Capital Improvements Line Item was also provided and reviewed, which showed approximately \$29,327.70 available.

LIBRARY DIRECTOR

Library Report ó Bakken reported on the progress of the renovation project of the Children's Library area. The walls have been sheet-rocked and painted and are ready for the trim. Material samples have been received for the shelving they will be purchasing. She reassured the public that the Children's Library is still accessible. Anyone wanting to view the progress was invited to do so.

PUBLIC WORKS DIRECTOR

PW Report ó Rogahn reported there was a water main break today on 5th Street North between 6th and 7th Avenues and those repairs have been made. He said the Zoo Encroachments Phase II project was started today by Comstock Construction, and includes the new zebra building and rehab of the Roger Jensen Center.

REPORTS FROM THE CITY COUNCIL COMMITTEES & BOARDS

Finance, Personnel & Economic Development Committee Report

DeVries said the Finance, Personnel & Economic Development Committee met at noon on November 28th.

Employee Assistance Provider Contract – motion to recommend discontinuing contract with APS Healthcare and entering into a contract with The Village Business Institute for \$30 per employee. **Motion by DeVries, seconded by Dale, to approve discontinuing the contract with APS Healthcare and entering into a contract with The Village Business Institute as the City's Employee Assistance Provider at the cost of \$30 per employee. Motion carried with a roll call vote of 5-0.**

Request for Proposals for Primary Depository Services – discussion

Capital Improvement Policy Review – discussion

Payroll Processing for Wahpeton Park Board – motion to recommend approval of correspondence identifying responsibilities ó **Motion by DeVries, seconded by Wateland, to approve proceeding with the letter of correspondence to the Wahpeton Park Board regarding Payroll Processing. Motion carried with all voting ‘aye’.**

Public Works Public Safety Committee Report

Dale said the Public Works Public Safety Committee met at noon on November 29th.

Snow Plowing Policy – discussion

Adoption of 2015 International Building Codes and Revised Bldg. Permit Fee Schedule – motion to recommend adoption of Codes with conditions ó **Motion by Dale, seconded by DeVries, to approve adoption of 2015 International Building Codes with conditions. Motion carried with all voting ‘aye’.**

PD Relocation Project Planning & Financing – discussion

Westdale Single Family Homes Outdoor Storage – discussion

SCHEDULING OF COMMITTEE MEETINGS

The following Committee Meetings were then scheduled:

- a. Finance Committee December 12th, 12:00 Noon
- b. Public Works Committee December 13th, 12:00 Noon
- c. Planning Commission December 15th, 4:00 P.M.

Motion by Wateland, seconded by Bertsch, to adjourn at 5:35 p.m. Motion carried.

Mayor Hansey

Lynelle Amos, Finance Assistant